

**CONFIDENTIAL****ROUTING AND RECORD SHEET****SUBJECT: (Optional)**

OC-AMD Staff Notes

**FROM:**

C/OC-AMD

**EXTENSION****NO.****DATE****TO: (Officer designation, room number, and building)****DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)**

1.

D/CO

24 MAY 1984

01 JUN 1984

2.

DD/CO

1 JUN 1984

4 JUN 1984

3.

OC-MLS

4 JUN 1984

4 JUN 1984

4.

OC-EXA

4 JUN 1984

4 JUN 1984

5.

OC/OL/IMC

Archives

6.

7.

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12.

13.

14.

15.

**CONFIDENTIAL**

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OC- 9923-84

23 MAY 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division, OC

25X1 SUBJECT: OC-AMD Staff Notes - 14-18 May 1984

25X1 1. [redacted] representatives from the  
AMD Assignments Panel, visited Communications School (CS) on 18 May to  
25X1 inform Class 2-84 of the limited overseas assignments available and for  
25X1 them to consider domestic assignments [redacted] and Headquarters Signal  
Centers. CS is arranging a tour for 21 May to give the Class exposure to  
the two locations. [redacted]

2. CS began video recording TEC-103, Field Station Antenna Systems,  
in our first attempt to archive the older systems used within the  
Office. The two-day session recorded approximately ten hours of the  
lesson presentation for future reference in providing instructional  
25X1 material on the system. [redacted]  
25X1 [redacted]

4. A cost estimate has been prepared for proposed changes in the  
Archives and Records Center. In order to provide needed archival and  
records storage space, the Office of Information Services (OIS) is  
considering the addition of a substantial amount of movable shelving.  
The cost is estimated to be \$1,062,000. This includes engineering  
studies to determine if the existing building can support the resultant  
weight concentration. [redacted]  
25X1 [redacted]  
25X1 [redacted]

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25X1 SUBJECT: OC-AMD Staff Notes - 14-18 May 1984 [REDACTED]

25X1 [REDACTED]

8. During the week, Panel N experienced no gains or losses. The number of assignable Panel N technicians is currently 13 employees over authorized ceiling resulting in a production strength of 105 percent. This figure represents a comparison of approved positions against assignable and/or production technicians. Technicians who are being assigned to a new panel, attending sponsored academic training, participating in the OJT program, and attending initial EOD training are deleted from this production strength figure. There are 16 approved Panel N positions unfilled, and there are 16 Panel N technicians encumbering MCD, MCE, MCO and MCS positions. [REDACTED]

25X1 9. During the week Panel D experienced no gains or losses. The Panel is currently 32 employees over authorized ceiling. These figures include the 114 EOD students that are not in a production status or available for assignment. [REDACTED]

25X1 10. Arrangements for the upcoming Overseas Orientation Program (OOP) are being finalized. The program is scheduled for 4-8 June with 70 participants registered for the course. [REDACTED]

25X1 11. We now have 120 Spouse Skills Bank Questionnaires returned. All OC employees should be reminded to submit these questionnaires with their CSA's if they have not done so. [REDACTED]

25X1 12. Representatives from AMD and DND met to discuss the recent implementation by PMCD of the DND reorganization. Several problem areas were discussed with possible solutions offered by Chief, AMD. [REDACTED]

25X1 [REDACTED]

25X1 14. A retirement ceremony was held on Tuesday, 15 May, in honor of [REDACTED] was presented with a Certificate of Merit in recognition of over 26 years of service with the Office of Communications. [REDACTED]

25X1

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25X1 SUBJECT: OC-AMD Staff Notes - 14-18 May 1984

25X1 15. The Director of Personnel has approved our request to publish a special, full-page vacancy notice for Engineers. AMD is coordinating with OL/P&PD, who will perform the layout and publishing of the special notice, and anticipate its distribution by early June.

25X1 16. As a result of the Office philosophy and the D/CO's charge to the Panels, comparative evaluations exercises are yielding more than Category Descriptive assignments and Rank Order listings of promotion recommendations. An important aspect of employee evaluations is the identification of personnel actions. This is being accomplished by the Panels and has surfaced numerous cases of, for instance, QSI recommendations, special training, opportunity for career cognizance change or other forms of recognition.

25X1